

## What is Diigo?

Diigo (Digest of Internet Information, Groups and Other Stuff) is a cloud-based information management tool that enables users to collect, highlight, access and share a variety of information, on a variety of devices.



## Create an Account

1. Go to [www.diigo.com](http://www.diigo.com)
2. Click "Join Diigo" in the top, right menu.



Create your account [Already have an account? Sign in now!](#)

Choose a Username  
  
6 - 16 characters, must begin with a letter, case-insensitive

First name  Last name   
to be used in the Diigo Community

Email   
We'll email you about new friends and items according to your settings! preference! In case you forget your password, you can also retrieve it via Email.

Choose a Password  Retype Password   
6 - 32 characters and is case sensitive

Enter both words below, separated by a space  
Can't read the words below? [Try different words](#) or [an audio caption](#).

**bogus entionsa**

Text in box:

[Continue](#)

3. Enter your information in the registration window.

4. If you have an active Facebook, Twitter, Google, or Yahoo account you can skip the registration process and sign in to Diigo using that account information.



5. If you choose not to log in to Diigo using your login information from any of the above listed sites, you will need to go to the email account that you provided in the registration window to activate your account before you can proceed any further.



## Diigo For Educators

Once you have successfully registered and activated your Diigo account, you are now eligible for an “Educator Upgrade”. For educators the possibilities using Diigo are endless!

Diigo:

- supports students organizing and sharing the information they find online
- provides tools that allows users to highlight, sticky note, and bookmark websites
- encourages students to collaborate when searching or information online by linking a whole classroom to the resources each student has bookmarked and highlighted as relevant to certain topics
- supports analysis and synthesis of materials found online through the various highlights and sticky notes that DIIGO users can make public for other users to view.

Diigo has done a remarkable job at making their service teacher-friendly.

- Private, safe student accounts can be created
- Closed groups that include all students in individual classes can be organized, and
- regular updates about new content added by students users can be scheduled.

To take advantage of these features:

1. Go to [www.diigo.com/education](http://www.diigo.com/education) and click “APPLY FOR YOUR EDUCATOR UPGRADE”.
2. The next window will prompt you to sign-in using your Diigo account information.
3. Enter your information in the registration window.
4. When registering for an educator account, you must use a school affiliated email account so that Diigo can confirm your position.
5. You must also be prepared to explain how you plan you use the educator upgrade and how you heard of this service.
6. Diigo personnel will then review your application and verify your employment.
7. You should receive confirmation within 48 hours.

### Apply For Diigo Educator Upgrade

Note that the educator upgrade will only be granted if you are an educator and plan to use Diigo with your students or your peers. Please make sure that you've already created / signed into your Diigo user account first before applying for this Educator upgrade.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Your School Email	<input type="text"/>
Title	<input type="text"/>
Grade	<input type="text"/>
Background As An Educator	<input type="text"/>
Subject You Teach	<input type="text"/>
Years as an educator	<input type="text"/>
Country	<input type="text"/>
State	<input type="text"/>
City	<input type="text"/>
School	<input type="text"/>

Please explain how you plan to use Diigo with your students (required)

How did you hear about Diigo Educator Account? (required)

☐ I have read and agree to the [Terms of Use](#)

Enter both words below, separated by a space

Can't read the words below? Try different words or an audio captcha.

*formalist Akty*

Text in box:

## *Creating Diigo Groups & Student Accounts*

1. After you have been approved for a Diigo Educator Account, click on the “Teacher Console” link found in the header of your Diigo Homepage.
2. A list of any groups and/or student accounts that you have already created will appear.
3. To create a new group, click the Create a New Group for My Class link found in the header of the Class Groups menu.
4. Give your new group a name and include a short description of the purpose for the group.
5. Finally, select “Private” from the “Who Can View” menu in order to keep your students safe online.

## *Creating Student Accounts*

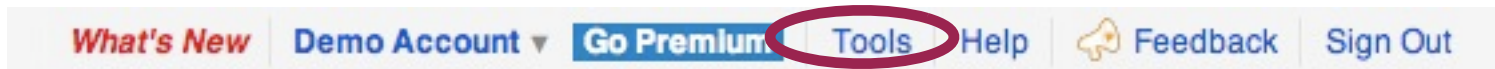
1. Once you have created a new group, Diigo will give you the option to create user accounts for students that you would like to add to the group.
2. Begin by selecting “Create Accounts for Students” and “Add Them to the Group”.
3. Then, enter the first name and last initial of any student that you would like to create a user account for.
4. After clicking the Create button, Diigo will ask you to “Confirm the Account Details”.
5. If your students are under the age of 13, select the radio button next to completely disable personal profile info section for these student(s).
6. You can also edit Usernames and Passwords from this menu.
7. When you are happy with the options that you have selected, click “Ok, Create Accounts”.

## *Creating a Tag Dictionary*

1. The key to successful social bookmarking efforts in the classroom is having a predetermined collection of Tags that students can use to categorize the sites that they are finding.
2. Teachers can facilitate this process by creating a Tag Dictionary for classroom groups.
3. After selecting My Groups from the header on your Diigo Homepage, select the Manage link found next to the name of the group that you would like to create a Tag Dictionary for.
4. Then, select the Tag Dictionary link from the Group Settings menu.
5. Type a collection of tags that you suspect your students will use regularly in the Choose a Pre-Defined Set box and then click Add Tags.
6. Every time that the students in this group go to bookmark a site, they will be able to choose from this Tag Dictionary.

## Downloading the Diigo Toolbar

1. Before you can begin using all the cool Diigo features, you must first download the Diigo toolbar.
2. Once you have logged in to your account, click “Tools” in the home page menu.

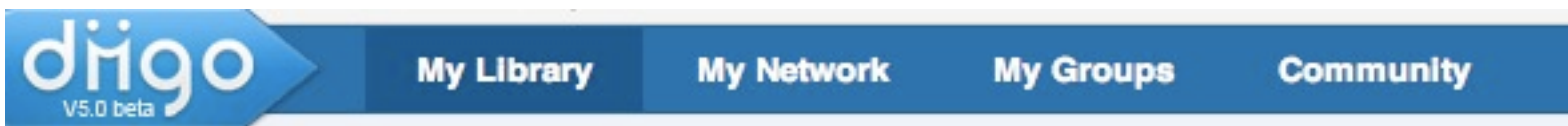


3. You will then be prompted to download and install the Diigo toolbar.
4. Some web browsers such as Safari may not support the Diigo toolbar and you may have to use the alternative, Digolet.

Toolbar for this browser is not available. You can use [diigolet](#) instead. [Learn more »](#)

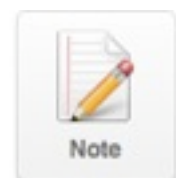
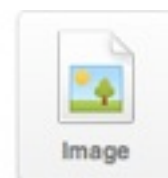
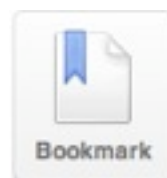
5. Follow prompts and install the appropriate toolbar.

## The Diigo Main Menu



There are 3 main parts to Diigo:

1. **The Library:** The library is the central place where all of your highlights, bookmarks, notes and pictures are stored.



2. **The Network:** The network is the place that shows updates from people that you choose to follow. You can build friends lists to help you find good resources from people you trust and build your favorite network(s) accordingly.

3. **Diigo Groups:** Diigo groups is a collaborative research and learning tool that allows any group of people to pool their findings through group bookmarks, highlights, sticky notes, and forums.

Create a Diigo Group in 2 easy steps

- 1 Set up your own group
- 2 Invite people to join

Create a new group

# diigo help

## 1. Bookmarking

<http://help.diigo.com/how-to-guide/bookmarking>

## 2. Highlighting

<http://help.diigo.com/how-to-guide/how-to-highlight>

## 3. Creating Sticky Notes

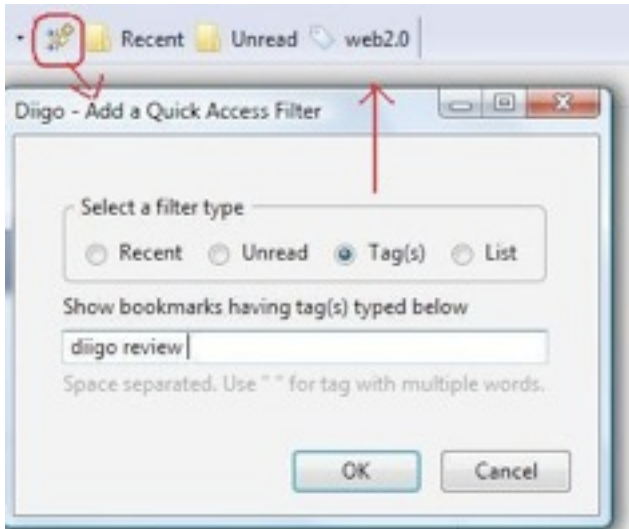
<http://help.diigo.com/how-to-guide/sticky-note>

## 4. Hiding Sticky Notes

<http://help.diigo.com/how-to-guide/hide-sticky-notes>

## 5. Read Later

<http://help.diigo.com/how-to-guide/read-later>



## 6. Quick Access Filter

<http://help.diigo.com/how-to-guide/quick-access-filter>

## 7. Toolbar Options

<http://help.diigo.com/how-to-guide/toolbar-options>

## 8. Uninstall

<http://help.diigo.com/how-to-guide/uninstall>

## 9. My Library Tutorial -- find bookmarks, manage bookmarks, merge tags, lists

<http://help.diigo.com/my-library-tutorial>

## 10. My Network Tutorial

<http://help.diigo.com/my-network-tutorial>

## 11. My Groups Tutorial

<http://help.diigo.com/my-groups-tutorial>

## 12. Tools

<http://help.diigo.com/tools>

## 13. Educator Accounts

<http://help.diigo.com/teacher-account>

